

State of Nevada

EMERGENCY RESPONSE COMMISSION

Hazardous Material Emergency Preparedness Grant Application Kit Fiscal Year 2005

**The Completed Application Must Be Delivered To
This Office Or Postmarked By September 24, 2004**

**Mailing: 555 Wright Way
Physical: 2525 S. Carson St.
Carson City, NV 89711
(775) 687-6973
FAX (775) 687-8798
bferrel@dps.state.nv.us**

**A FINALIZED GRANT MUST INCLUDE THE FOLLOWING
CHECK SHEET**
INCLUDE THIS FORM WITH GRANT APPLICATION

- ☐ Title Page
- ☐ Goals
- ☐ Objectives
- ☐ Budget & Budget Narrative
- ☐ Certified Assurances
- ☐ Grant Eligibility Certification
- ☐ 1 Original of the completed application packet

State of Nevada
State Emergency Response Commission
Hazardous Material Emergency Preparedness
555 Wright Way, Carson City, NV 89711
(775) 687-6973 Fax: (775) 687-8798

Application Title Page
Original Signatures Required

Applicant
Agency: _____ Address: _____
City: _____ Zip: _____ Phone No.: _____
FAX No.: _____ E-Mail
Address: _____
Name of LEPC
Chair: _____
Fiscal Officer: _____ Phone No: _____ Fax No: _____

Budget Summary:

Planning	\$
Training	\$
TOTAL PROJECT	\$

LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

On behalf of the Local Emergency Planning Committee I certify this body has reviewed the grant application and agree to abide by the Federal and State procedures which are related to the acceptance of funds.

(Signature & Title) Date: _____

GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)

The Local Emergency Planning Committee has the approval to apply for funding through this grant.

(Signature) Date: _____

(Print Name & Title)

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

Hazardous Materials Emergency Preparedness Application Kit

The SERC has developed this application kit as a tool to apply for a Hazardous Materials Emergency Preparedness (HMEP) subgrants for Local Emergency Planning Committees. This grant is to provide for planning and training. The priority of this funding will be to assist in sending personnel to the HazMat Expo8 Conference in Las Vegas, November 15 through 19, 2004.

This source of funding is derived from federal funds from the U.S. Department of Transportation. They must be accounted for separate from all other LEPC grants. The CFDA number for this grant is **20.703**.

The federal grant period is anticipated to be October 1, 2004 to September 30, 2005. However, funds may only be used for expenditures incurred during the period specified on the subgrant award. Any funds unexpended at the end of the grant period will be reallocated by the SERC.

Federal law requires each LEPC have a hazardous material plan compliant with National Response Team Guidelines (NRT-1). Pursuant to policy, a hazardous materials plan compliant with NRT-1 must be on file with the SERC. The LEPC must also be in compliance with all other policies and requirements established by the SERC to be eligible for funding..

NOTE: Please use a 12 point font format and do not use all CAPS.

The format is as follows:

- I. **Goals** - Identify what your county would like to accomplish with this grant award. Provide proposed planning and training needs, and goals to be accomplished during the grant award period.
- II. **Objectives** - Identify the specific approaches focusing on methods used to achieve the goals. Objectives need to be justifiable, measurable and reported in the annual report due July 31. Examples of objectives are as follows:

Planning - 1. Up-date an existing plan. This will be achieved by (specify date).

Training - 1. Send (specify number) of persons to the (specify training or conference), or 2. Train (specify number) of persons in (a designated specialty training course).

III. Budgets - As always, the grant request shall be for not more than \$25,000. Keep planning and training requests separated from one another in the budget. The budget must consist of a simple line item budget page **and** a detailed budget narrative so we are aware of your specific requests. **Items listed as “miscellaneous” or “other” will not be considered. All costs must be justified.**

Requests to contract with a consultant must be accompanied by a proposal from the consultant, (maximum cost not to exceed \$450.00 per day.)

All training requests must first be made through the State Fire Marshal’s Office (SFM). If the SFM declines the training, the request for training from another entity, including a quote and a detailed scope of work, may be included in the grant application. HazMat Explo training requests are not subject to this policy.

Location of training, how many days, transportation and per diem costs must be justified. Provide a detailed description of what the funds will be used for, i.e. personnel travel, registration fees, cost of instructors. Per diem and mileage must follow state rates and requirements or local rates whichever are less. The state rates as of January 2004 are as follows:

Per diem *	In-State Travel	Out-Of-State Travel
Breakfast - Breakfast may be claimed if in travel status at 6:30 AM or before.	\$ 5.50	\$ 5.50
Lunch - Lunch may be claimed if in travel status during the period 11:30 AM - 1:00 PM.	\$ 6.50	\$ 6.50
Dinner - Dinner may be claimed if in travel status at 6:30 PM or later.	\$ 14.00	\$ 14.00
Lodging:	\$ 58.00	Training and/or conference hotel rate (Receipt must be submitted) **
* Meals included in conference or meeting registration fees, or meals on airlines will not be reimbursed. Employees must be at least 15 miles from work station to claim reimbursement. (A copy of the training/conference agenda must be attached to claims for reimbursement.)		
** Excessive lodging rates must be justified and have prior SERC approval.		

Travel status begins from the time a person leaves their home/work station and ends when they arrive back at their home/work station.

The state rate for reimbursement is \$0.375 per mile. If a personal vehicle is used for the employee’s convenience, the reimbursement will be reduced to \$0.1875 per mile. Airport parking is also reimbursable upon presentation of a receipt and

not to exceed \$10.00 per day.

Technical assistance is available by the SERC staff. Please call (775) 687-6973 if you require further assistance.

The **Original** must be delivered to this office or postmarked by September 24, 2004:

Mailing address:

State Emergency Response Commission
555 Wright Way
Carson City, NV 89711

Physical address:

State Emergency Response Commission
2525 S. Carson Street
Carson City, NV 89711

Please be prepared to make a presentation of the grant to the Planning & Training Sub-Committee and/or the Funding Committee. The date and location will be announced.

CERTIFIED ASSURANCES

A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) **FINANCIAL REPORTS** – The grantee/subgrantee agency is required to submit, at a minimum quarterly, financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for compensation if occurring prior to the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form for all expenditures funded by the grant within 30 days of the expenditure. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.
- 4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).

- 5) **Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report date, or if no further funds will be spent prior to the end of the award period.
- B) ANNUAL PROGRESS REPORT --** A narrative summarizing LEPC accomplishments and activities performed using the funds from all grants awarded during the year ending June 30 will be submitted by July 31. This report will verify the activities have met the goals and objectives outlined in the grant applications and will include all exercises (full-scale and tabletop) and all real events responded to. Attendance rosters must be provided for workshops and training events. Reference SERC Policy 8.8 and Appendix “N” in the LEPC Handbook for a report outline.
- C) GRANT CHANGE REQUEST -** Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- D)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- E)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency’s chief comptroller and that internal control and authority to ensure compliance with SERC’s documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- F)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- G)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- H)** Any publication (written, visual, or sound) issued by the subgrantee describing programs funded whole or in part with federal funds, shall contain the following statement:

“This program was supported by Grant # _____, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation).”

- I)** The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.
- J) LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- K)** Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

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LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

RETURN THIS FORM WITH THE APPLICATION

GRANT ELIGIBILITY CERTIFICATION

The following must be met by the Local Emergency Planning Committees (LEPCs) as a requirement to obtain grant funds. This checklist must be completed, signed, and returned with the grant application.

A check mark in the squares on the left will indicate a YES response.

- ☐ Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed - Date: _____

Membership list reviewed - Dated: _____

- ☐ Have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

- ☐ Has the LEPC submitted all required reports which summarize the financial management of the active grants (*i.e., copies of invoices and verification of expenditures ?*)

- ☐ Has the LEPC reviewed and/or updated its hazardous materials emergency plan (or haz-mat portion of the jurisdiction's "all hazards" plan) within the last year?

Review/update - Date: _____

- ☐ Has the LEPC conducted an exercise, tabletop or full scale, of its hazardous materials emergency response plan?

Indicate the date and type of the most recent exercise: _____

- ☐ Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC ?

Date of publication: _____

As chairman of the _____ Local Emergency Planning
County Name

Committee I attest all information provided on this eligibility certification is accurate.

Y _____ Date: _____
LEPC Chair Signature

RETURN THIS FORM WITH THE APPLICATION

HazMat Explo8

November 15 - 19, 2004

Individual Travel Expense Worksheet

Registration Fee (receipt) \$95.00 or \$105.00 with breakfast.	\$ _____
Additional training courses (receipt) i.e. HazCat	\$ _____
Hotel Room maximum \$58.00 X # of nights (receipt)	\$ _____
Per Diem - meals (maximum \$28.00 per day*) <i>Breakfast = \$5.50 , Lunch = \$6.50, Dinner = \$14.00,</i> <i>Gratuities = \$2.00 per day</i>	\$ _____
Deduct meals provided at conference (minus) <i>Breakfast = \$5.50, if attending the Keynote Breakfast - Tuesday</i> <i>Lunch = \$6.50, Exhibitor Luncheon - Wednesday</i>	\$ _____
Ground Transportation (receipt) To and from airport only, unless associated with conference	\$ _____
Airline Ticket (receipt) maximum \$220.00 round trip	\$ _____
Airport Parking (receipt) maximum \$10.00 per day	\$ _____
Mileage (maximum \$0.375 per mile)	\$ _____
TOTAL	\$ _____

* If you are in travel status at or before 6:30 AM, you may claim breakfast.

If you are in travel status during the period 11:30 AM - 1:00 PM, you may claim lunch.

If you are in travel status at or after 6:30 PM, you may claim dinner.